
Departmental Quarterly Performance Report

Miami-Dade Housing Agency

**Reporting Period:
FY 2003-04
4th Quarter**

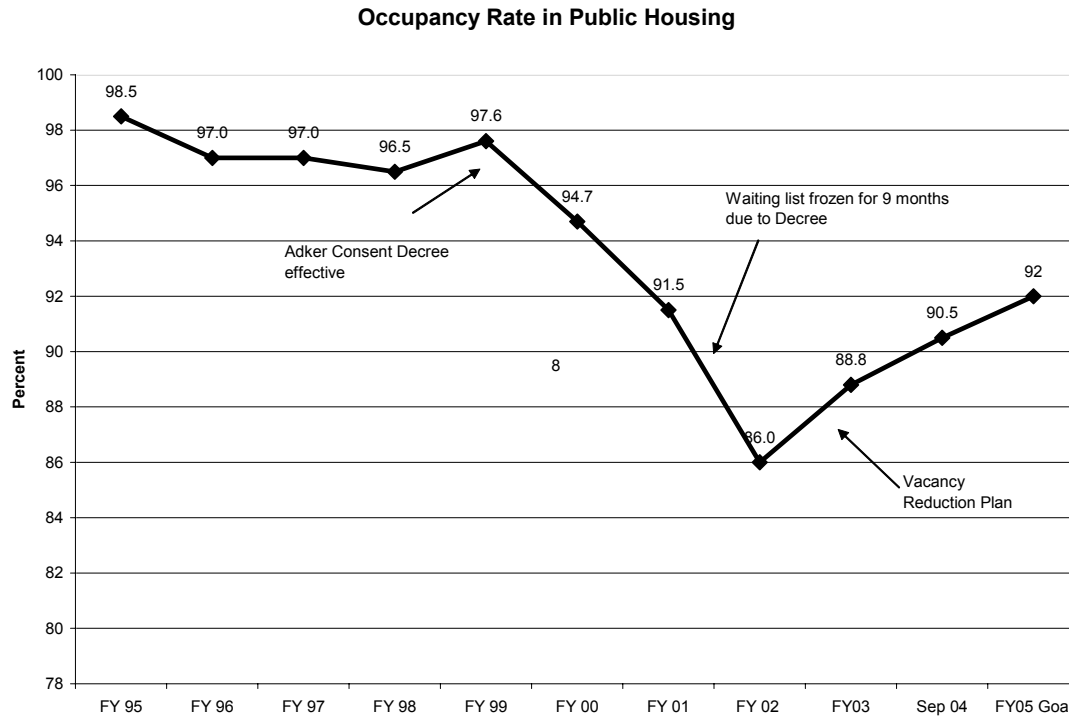
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MAJOR PERFORMANCE INITIATIVES

County Mgr. Priority (Bold One): *People* **Service** *Technology* *Fiscal Responsibility*

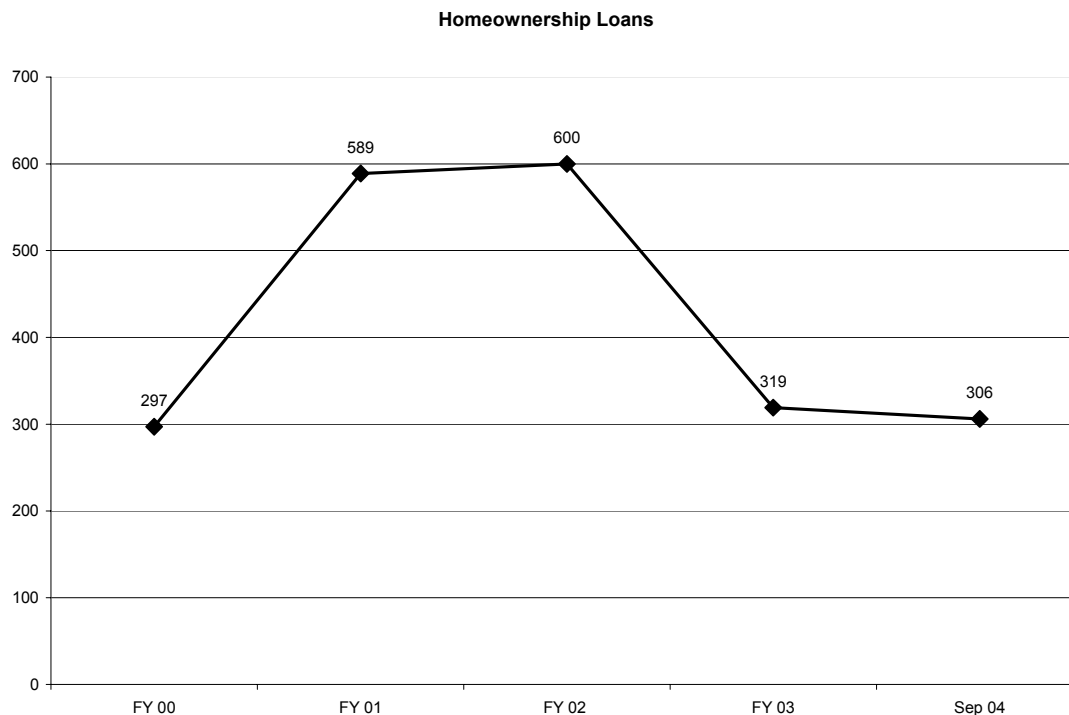
Achieve a 90% occupancy rate in public housing



☒ *Strategic Plan*
☒ *Business Plan*
☐ *Budgeted Priorities*
☒ *Customer Service*
☐ *ECC Project*
☐ *Workforce Dev.*
☐ *Audit Response*
☐ *Other* _____
(Describe)

County Mgr. Priority (Bold One): *People* **Service** *Technology* *Fiscal Responsibility*

Issued 73 home ownership loans valued at \$2.9 million, 25 home rehabilitation loans valued at \$571,000 through the affordable housing program from July through September 2004.



☒ *Strategic Plan*
☒ *Business Plan*
☐ *Budgeted Priorities*
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<p>County Mgr. Priority (Bold One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Achieve a 97% lease-up rate in Private Rental Housing</p> <p style="text-align: center;">Section 8 Average Lease-up Rate</p> <table border="1"> <caption>Section 8 Average Lease-up Rate Data</caption> <thead> <tr> <th>Year</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>1999</td> <td>90.0</td> </tr> <tr> <td>2000</td> <td>83.9</td> </tr> <tr> <td>2001</td> <td>89.0</td> </tr> <tr> <td>2002</td> <td>87.7</td> </tr> <tr> <td>2003</td> <td>94.0</td> </tr> <tr> <td>3rd Q</td> <td>98.0</td> </tr> <tr> <td>2004</td> <td>100.0</td> </tr> </tbody> </table>	Year	Percent	1999	90.0	2000	83.9	2001	89.0	2002	87.7	2003	94.0	3rd Q	98.0	2004	100.0	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input checked="" type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></p>
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<p>County Mgr. Priority (Bold One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>The Scott-Carver HOPE VI project is 97% vacated with 71% of residents using Section 8 vouchers for relocation; Sector 1 demolition is 100% complete; demolition of Sector IV and Carver homes is 333% complete. Process for permitting began on site work plans for Sector I, and bids for this work were received. Plans for single family homes for Sector 1 are 100% complete, and final plat is being reviewed for approval by the BCC.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></p>																
<p>County Mgr. Priority (Bold One): People <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>The Beautification Program in the HOPE VI target area continues to be successful with the third phase underway. To date 495 homes have been beautified and 49 small contractors have been certified. Developers in the award winning Infill Program are being encouraged to use these newly certified contractors in the construction of new homes. The Beautification Program won an award for excellence from the National Association of Housing and Redevelopment Officials (NAHRO). A new program, the HOPE VI Single Family Homes Rehabilitation Program has begun, dedicating \$2 million for repair and renovations in this target area.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></p>																
<p>County Mgr. Priority (Bold One): People <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Fifty-four infill housing lots are under engineering and architectural design. Another fifty lots are ready to be awarded by the BCC with an estimated value of almost \$500,000.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></p>																

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PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	714	758	712	46	725	33	718	40	710	48

Notes:

B. Key Vacancies

MDHA has an acting director with recruitment in process, and acting deputy director, which cannot be processed until a decision is reached on the director's position, and an acting director of the public housing division, which cannot be processed until a decision is reached on the deputy director.

C. Turnover Issues

Turnover is normal.

D. Skill/Hiring Issues

Looking to upgrade skills for certain key positions in Private Rental Housing Division.

E. Part-time, Temporary and Seasonal Personnel

Part-time: Current Budget: 120 with accelerated vacancy reduction teams; filled 82.

Temporary Personnel: 50, a reduction of 19 personnel from earlier in the year.

STATEMENT OF PROJECTION AND OUTLOOK

Preliminary year end figures indicate MDHA managed within its fiscal resources and remained below authorized spending levels; however, USHUD is proposing changes in funding for Section 8 that may have some impact on housing assistance payments and the administrative fee. Final decisions on this issue are pending. Vacancies in public housing are coming down steadily, and a new 0 and 1 bedroom waiting list will be opened in October 2004, which should help reduce vacancies further.

Notes and Issues: Unanticipated claims on MDHA's financial resources—higher charges for support services and 311 staffing along with likely shortfalls in various revenue sources may require early action in fiscal year 2004-05 to avoid fiscal problems later in the year.

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FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR	CURRENT FISCAL YEAR 2003-04						
		Total Annual Budget	4th Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
♦ Surtax+	\$37,845	\$52,299	\$11,825	\$7,680	\$52,229	\$50,873	(\$1,426)	97
♦ SHIP+	22,099	14,530	1,882	(4,124)	14,530	29,618	15,088	204
♦ Section 8*	131,002	117,699	29,425	48,274	117,699	147,891	30,191	126
♦ Housing	67,305	59,383	14,846	18,140	59,383	61,215	1,832	103
♦ Other	3,645	3,451	564	1,626	3,451	4,575	1,124	133
Total	\$261,896	\$247,362	\$58,840	\$71,596	\$247,362	\$294,172	\$46,808	119
Expense								
Personnel	\$42,517	\$43,781	\$10,945	\$11,2132	\$43,781	\$43,710	\$71	100
Operating	175,253	201,326	50,331	51,791	201,326	182,830	18,496	91
Capital	2,737	2,255	864	326	2,255	1,046	1,210	46
Total	\$220,507	\$247,362	\$61,840	\$63,329	\$247,362	\$227,586	\$19,778	92

+ Budgeted Revenue: Includes planned carryover of \$5 million and \$7 million of SURTAX and SHIP funds respectively. Year to date actual revenue includes actual carryover of \$14.8 million of SURTAX and actual carryover of \$ 20.5 million of SHIP. Final quarter SHIP funds show a negative value due to required accounting adjustments to move uncommitted revenue from the current year to the next year as per SHIP regulations.

* Section 8 revenue is higher than budgeted for several reasons because of project renewals, changes in rent and conversion of mod rehab projects to vouchers. The majority of the additional revenue is for more and higher housing assistance payments approximately \$30 million.

Equity in pooled cash (for proprietary funds only)*

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Surtax	\$5,926	\$2,333	\$4,434	\$7,353	\$7,855
SHIP	17,234	20,603	21,520	20,529	20,320
Total	\$23,160	\$22,936	\$25,954	\$27,882	\$28,175

* Figures for prior year and the first two quarters have been adjusted to reflect various payables against cash and assets held in trust (committed loans not yet paid out)

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature _____ Date _____
 Department Director